



SMALL BUSINESS COMMISSION
Outreach Committee
NOTICE OF MEETING & AGENDA



Friday, April 9, 2010

4:00 P.M. – 6:00 pm

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

COMMITTEE MEMBERS:

Commissioner Janet Clyde, Chair

Commissioners Kathleen Dooley, Darlene Chiu

Regina Dick-Endrizzi, Executive Director

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1. Roll call for the April 9, 2010, Outreach Committee meeting.
2. Discussion and development of a recognition program for city employees. (Discussion and possible action item)
3. Review of Small Business Commission's small business recognition program. (Discussion and possible action item)
4. Update and discuss the implementation of Administrative Code 2a.240 (a) (8) (honoring small local businesses during Small Business Month.) (Discussion and possible action item)
5. Review of status of vacancy report and plan of letter to landlords. (Discussion and possible action item)
6. Review committee meeting schedule for 2010.
7. New Business – allows committee members to introduce new agenda items for future consideration by the committee.
8. Adjournment

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MICHAEL O'CONNOR
IRENE YEE RILEY
RICHARD VENTURA

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SMALL BUSINESS COMMISSION

Outreach Committee MEETING MINUTES



Friday, April 9, 2010

4:00 P.M. – 6:00 pm

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

COMMITTEE MEMBERS:

Commissioner Janet Clyde, Chair

Commissioners Kathleen Dooley, Darlene Chiu

Regina Dick-Endrizzi, Executive Director

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1. Roll call for the April 9, 2010, Outreach Committee meeting. The meeting was called to order at 4:10pm. Commissioner Chiu was absent.
2. Discussion and development of a recognition program for city employees. (Discussion and possible action item)

Commissioners discussed criteria for the program. Nominations will be made by commissioners, OSB staff and members of the business community. The outreach Committee will review nominations and select employees to be recognized. The certificates will be presented at the monthly Commission meetings. The following criteria will be used.

- Demonstrates exceptional customer service;
- Goes the extra mile on a daily basis;
- Willing to coordinate and work with other departments;
- Exceptional outreach to small businesses;
- Shows exceptional initiative;
- Demonstrates follow through;
- Takes initiative within their department to streamline the permit process and decrease response time in their department;
- (A member upper level management) who shows department leadership and a commitment in their department to support and promote small business success.

Staff will compile the criteria, nomination, selection and award processes and the program will be voted on at the next full Commission meeting.

3. Review of Small Business Commission's small business recognition program. (Discussion and possible action item)

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Commissioners reviewed the program. The goal is to re-start the program in June. No awards in May due to Small Business Week. Commissioners will make nominations and the Committee will select recipients. Commissioner Clyde will present the program to the full Commission at the May meeting.

4. Update and discuss the implementation of Administrative Code 2a.240 (a) (8) (honoring small local businesses during Small Business Month.) (Discussion and possible action item)

Commissioners discussed the awards ceremony and reception. The reception will be scheduled prior to the awards, which will be a 3:30 special order. Staff will arrange catering. Commissioner Clyde will work to find a photographer who can provide pro-bono services. Commissioner Dooley will prepare flowers for the award recipients. Nomination forms were sent to all Supervisors and their staff. The Commission Secretary will contact award recipients as the forms are received back. The Commission is working closely with the Clerks office, President Chiu's office and Bill Barnes, legislative aide to Sup. Alioto-Pier.

5. Review of status of vacancy report and plan of letter to landlords. (Discussion and possible action item)

The Committee reviewed a draft of the letters and survey. Minor changes were made. Director Dick-Endrizzi and the Commission Secretary drove to over two dozen of the vacant commercial spaces and determined that most were still vacant. Spaces that have been filled were noted. Staff will be sending the letters and surveys out in the upcoming week.

6. Review committee meeting schedule for 2010.

The Committee is scheduled to meet every other month in 2010, with an additional meeting in June to review the vacancy project and ensure that the recognition programs are on track.

7. New Business – allows committee members to introduce new agenda items for future consideration by the committee.

None.

8. Adjournment

The meeting was adjourned at 5:45pm. Motion to adjourn made by Commissioner Dooley, second by Commissioner Clyde.

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SMALL BUSINESS COMMISSION
Outreach and Economic Committee
Meeting Minutes



Friday May 27, 2010
4:00 P.M. – 6:00 pm

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

COMMITTEE MEMBERS PRESENT:

Commissioner Janet Clyde, Chair
Commissioners Kathleen Dooley

Regina Dick-Endrizzi, Executive Director

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1. Roll call for the May 27, 2011, Outreach and Economic Committee meeting.

The meeting was called to order at 4:10pm. Commissioners Dooley and Clyde were present.

2. General Public Comment. (Discussion Item)

No members of the public spoke during general public comment.

3. Approval of the March 18, 2011 Outreach and Economic Committee minutes: Explanatory Document: Draft March 18, 2011 Outreach and Economic Committee minutes. (Action Item)

Motion: Commissioner Dooley made a motion to adopt the March 18, 2011 minutes as drafted.

Second: Commissioner Clyde.

Ayes: Clyde, Dooley

4. Staff report and discussion on Office of Small Business ADA outreach efforts and related projects. (Discussion Item)

The Director reviewed a list of ADA outreach events that she attended in the past month. She then reviewed HR 881 and discussed the bill and outreach. Next, the director reviewed the work that office intern Katharine Burton is doing as part of the ADA project. The director is also recommending that a hearing take place in the fall on ADA access. She will be asking Commissioners to draft questions.

5. Staff report and review of SBC/OSB projects, programs and priorities assigned to the Committee and other matters within the purview of the Committee. Explanatory Documents: SBC Outreach and Economic Committee list of 2011 projects, programs and priorities. (Discussion Item)

4. Employee recommendations- The Committee selected the staff of the airport team that worked to bring in small businesses and the local mix of businesses at the new Terminal 2.

5. Business recommendations- The Committee recommends MAC for the June SBC meeting.

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6. Parkets- The Committee requested a Commission briefing at the next Commission meeting.

8a. Small Business Week. 1700 people attended the Flavors kick-off event. 1500 people attended the workshops.

6. Commissioner Reports. (Discussion Item)

None.

7. New Business – allows committee members to introduce new agenda items for future consideration by the committee.

None.

8. Adjournment

The meeting was adjourned at 5:21pm.

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SMALL BUSINESS COMMISSION
Outreach Committee
NOTICE OF MEETING & AGENDA



Friday, June 18, 2010

4:00 P.M. – 6:00 pm

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

COMMITTEE MEMBERS:

Commissioner Janet Clyde, Chair

Commissioners Kathleen Dooley, Darlene Chiu

Regina Dick-Endrizzi, Executive Director

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1. Roll call for the June 18, 2010, Outreach Committee meeting.
2. Review of the Commissions recognition program for city employees and the small business recognition program. Discuss nominees for July meeting. (Discussion and possible action item)
3. Review and discussion of the May 18, 2010 Board of Supervisors ceremony honoring small local businesses (Discussion item)
4. Review of status of the vacancy report and letter to landlords. (Discussion and possible action item)
5. Discussion and possible action making recommendations to the Small Business Commission on a possible resolution opposing SB 974. If passed, SB 974 will lead to a dramatic reduction in tax savings though the Enterprise Zone program. Explanatory Documents: Text of SB 974, including legislative digest. (Discussion and possible action item)
6. Discussion of Supervisor David Chiu's legislation for "Creation of a Neighborhood Community Justice Task Force" and the role of the Small Business Commission. (Discussion item)
7. New Business – allows committee members to introduce new agenda items for future consideration by the committee.
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SMALL BUSINESS COMMISSION

Outreach Committee

MEETING MINUTES



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CITY HALL, ROOM 421

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COMMITTEE MEMBERS:

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1. Roll call for the June 18, 2010, Outreach Committee meeting.

The meeting was called to order at 4:26pm. Commissioner Chiu absent.

2. Review of the Commissions recognition program for city employees and the small business recognition program. Discuss nominees for July meeting. (Discussion and possible action item)

Commissioners briefly reviewed the awards programs. Commissioners asked that staff send out a written recommendation form for both programs and to post nomination information and form for the City employee recognition program on the Commission website. Commissioners also asked that the City employee recognition program be included in the OSB newsletter.

Commissioner Dooley motioned that the Commission recognize Fraenkel Gallery in July. Second by Commissioner Clyde. Motion passed.

Commissioner Dooley motioned that the Commission recognize Peachy Mathias of DPW in July. Second by Commissioner Clyde. Motion passed.

3. Review and discussion of the May 18, 2010 Board of Supervisors ceremony honoring small local businesses. (Discussion item)

Commissioners recapped the ceremony and felt it was a complete success. Staff and Commissioners agreed that it will be preferable to start the process earlier next year. The Commissioners also asked that the Business Times be reached out to next year. There are questions on how in-kind donations can be handled. Also, the committee asked that a letter be sent to Supervisor Alioto-Pier thanking her for her work to create the recognition ceremony.

4. Review of status of the vacancy report and letter to landlords. (Discussion and possible action item)

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No surveys were returned by property owners. The committee asked that the legislation language be reviewed. Staff will also send a second set of letters to the properties. Staff will inquire about getting the property owner names and send copies to brokers or representatives, if applicable.

5. Discussion and possible action making recommendations to the Small Business Commission on a possible resolution opposing SB 974. If passed, SB 974 will lead to a dramatic reduction in tax savings though the Enterprise Zone program. Explanatory Documents: Text of SB 974, including legislative digest. (Discussion and possible action item)

Commissioners discussed the program and potential ramifications. Commissioner Dooley motioned to have staff draft a letter to be sent by the President and Vice President. Commissioner Clyde second. Motion passed.

6. Discussion of Supervisor David Chiu's legislation for "Creation of a Neighborhood Community Justice Task Force" and the role of the Small Business Commission. (Discussion item)

Commissioners had a brief discussion, however until more information is provided by the Supervisors Office, the Commission cannot take further action.

7. New Business – allows committee members to introduce new agenda items for future consideration by the committee.

The director presented Commissioners with a copy of the departments proposed budget. It will be discussed in future committee and Commission meetings.

Commissioner Dooley asked that the Commission consider following up with Urban Table. They held their first farmers market in North Beach and it was a success. There may be opportunities to promote Urban Table in areas that could use the economic stimulus that farmers markets can bring.

8. Adjournment

The meeting was adjourned at 5:16pm. Commissioner Clyde motioned to adjourn, Commissioner Dooley seconded.

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Outreach and Economic Committee
NOTICE OF MEETING & AGENDA



Friday, July 16, 2010

4:00 P.M. – 6:00 pm

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Commissioner Kathleen Dooley

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2. Approval of the April 9, 2010 and June 18, 2010 Outreach and Economic Committee minutes: Explanatory Documents: Draft April 9, 2010 and June 18, 2010 Outreach and Economic Committee minutes. (Action Item)
3. Review of status of the vacancy report and letter to landlords. (Discussion and possible action item)
4. Discussion on outreach to small businesses that may be affected by legislation before the Small Business Commission. (Discussion item)
5. Discussion on business sectors that are currently not taxed on the local level. (Discussion item)
6. Discussion on San Francisco progressive tax structures. (Discussion item)
7. Update and discussion on the departments 2010/211 budget. (Discussion)
8. New Business – allows committee members to introduce new agenda items for future consideration by the committee.
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MEETING MINUTES



Friday, July 16, 2010

4:00 P.M. – 6:00 pm

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COMMITTEE MEMBERS:

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Commissioner Kathleen Dooley

Regina Dick-Endrizzi, Executive Director

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1. Roll call for the July 16, 2010, Outreach and Economic Committee meeting.

The Meeting was called to order at 4:22pm. Commissioners Clyde and Dooley were present and quorum was established.

2. Approval of the April 9, 2010 and June 18, 2010 Outreach and Economic Committee minutes: Explanatory Documents: Draft April 9, 2010 and June 18, 2010 Outreach and Economic Committee minutes. (Action Item)

Minutes from the April 9, 2010 and June 18, 2010 meeting were unanimously approved.

3. Review of status of the vacancy report and letter to landlords. (Discussion and possible action item)

The Committee discussed the vacancy report and potential legislation details. In the upcoming months, staff will need to work with other departments to determine cost/fee structures. New letters will be drafted (addition of names) and staff will re-visit vacant properties before sending. Staff will request property owner names for this round of letters.

4. Discussion on outreach to small businesses that may be affected by legislation before the Small Business Commission. (Discussion item)

Commissioners discussed the proposed Alcohol Mitigation Fee and outreach to businesses and organizations.

5. Discussion on business sectors that are currently not taxed on the local level. (Discussion item)

The Committee discussed various business sectors that are not currently taxed or are under taxed.

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6. Discussion on San Francisco progressive tax structures. (Discussion item) .

Commissioners discussed various business tax structures, including Supervisor Chiu's proposed ballot measure. Commissioners also discussed gross receipts taxes and other potential changes.

7. Update and discussion on the departments 2010/211 budget. (Discussion)

The Director did a final review of the department budget.

8. New Business – allows committee members to introduce new agenda items for future consideration by the committee.

The Commissions "City Employee Recognition Program" and "Small Business Recognition Program" will be agenized on all future Committee agendas as a standing item.

9. Adjournment

The meeting was adjourned at 6:27pm.

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SMALL BUSINESS COMMISSION
Outreach and Economic Committee
NOTICE OF MEETING & AGENDA



Friday, August 20, 2010

4:00 P.M. – 6:00 pm

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

COMMITTEE MEMBERS:

Commissioner Janet Clyde, Chair

Commissioner Kathleen Dooley

Regina Dick-Endrizzi, Executive Director

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1. Roll call for the August 20, 2010, Outreach and Economic Committee meeting.
2. Approval of the July 16, 2010 Outreach and Economic Committee minutes: Explanatory Document: Draft July 16, 2010 Outreach and Economic Committee minutes. (Action Item)
3. Review and approval of the draft updated Outreach and Economic Committee mission statement. Explanatory Documents: Draft updated Outreach and Economic Committee mission statement. (Discussion and Possible Action)
4. Discussion and action to choose monthly nominees for the Small Business Commission's "City Employee Recognition Program." (Discussion and Possible Action Item)
5. Discussion and action to choose monthly nominees for the Small Business Commission's "Small Business Recognition Program." (Discussion and Possible Action Item)
6. Review of status of the vacancy report and letter to landlords. (Discussion and Possible Action Item)
7. Staff report and review of SBC/OSB projects and programs assigned to the Committee. (Discussion Item)
8. Discussion and possible action regarding Truancy programs in the City and County of San Francisco. (Discussion and Possible Action Item)
9. New Business – allows committee members to introduce new agenda items for future consideration by the committee.
10. Adjournment

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SMALL BUSINESS COMMISSION
Outreach and Economic Committee
NOTICE OF MEETING & AGENDA



Friday, September 17, 2010
4:00 P.M. – 6:00 pm

CITY HALL, ROOM 421
1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

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SMALL BUSINESS COMMISSION
Outreach and Economic Committee
NOTICE OF MEETING & AGENDA



Tuesday, October 19, 2010

4:30 P.M. – 6:00 pm

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

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COMMITTEE MEMBERS:

Commissioner Janet Clyde, Chair
Commissioner Kathleen Dooley

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2. Approval of the August 20, 2010 Outreach and Economic Committee minutes: Explanatory Document: Draft August 20, 2010 Outreach and Economic Committee minutes. (Action Item)
3. Presentation and discussion on infractions vs. misdemeanors by Paul Henderson, Assistant District Attorney, San Francisco District Attorney Office. (Discussion Item)
4. Review and approval of the draft updated Outreach and Economic Committee mission statement. Explanatory Documents: Draft updated Outreach and Economic Committee mission statement. (Discussion and Possible Action)
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8. Discussion and staff report on the DPH Health Care Reform Task Force. (Discussion Item)
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12. Adjournment

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REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR



SMALL BUSINESS COMMISSION
Outreach and Economic Committee
MEETING MINUTES



Tuesday, October 19, 2010
4:30 P.M. – 6:00 pm

CITY HALL, ROOM 421
1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

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COMMITTEE MEMBERS PRESENT:

Commissioner Janet Clyde, Chair
Commissioner Kathleen Dooley

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Regina Dick-Endrizzi, Executive Director

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1. Roll call for the October 19, 2010, Outreach and Economic Committee meeting.

The meeting was called to order at 4:35pm. All members were present. Commissioner Kasselmann joined committee members at 4:45 to listen in on item number 2.

2. Approval of the August 20, 2010 Outreach and Economic Committee minutes: Explanatory Document: Draft August 20, 2010 Outreach and Economic Committee minutes. (Action Item)

Motion: Commissioner Clyde made a motion to adopt the draft August 20, 2010 Outreach Committee minutes as drafted.

Second: Commissioner Dooley.

Ayes: Clyde, Dooley

3. Presentation and discussion on infractions vs. misdemeanors by Paul Henderson, Assistant District Attorney, San Francisco District Attorney Office. (Discussion Item)

Mr. Paul Henderson of the District Attorney's office provided Commissioners an overview of differences between infractions and misdemeanors and provided examples of crimes in each category. He also described some examples of felonies. Mr. Henderson also reviewed the various courts that hear different types of cases and noted that his office had staff working on infractions, which include crimes such as drinking in public, open containers, blocked sidewalks, jaywalking, aggressive panhandling and more. He noted that no other County has D.A. staff working on infractions. Additional comments on this topic included that accessing City services are an option often proposed and that 72% of "quality of life" citations in the city are not issued to homeless persons. Mr. Henderson expressed concerns that a large number of citations issued to homeless persons are dismissed due to legal tactics employed by pro-bono lawyers representing hundreds of (absent) defendants at a time. He would prefer that these people be required to access services. Henderson also discussed the topic of Sit/Lie ordinances from a policy standpoint. He concluded the discussion by offering to meet with Commissioners in the future to discuss any D.A related issues that may be of interest to the SBC.

4. Review and approval of the draft updated Outreach and Economic Committee mission statement. Explanatory Documents: Draft updated Outreach and Economic Committee mission statement. (Discussion and Possible Action)

Motion: Commissioner Clyde made a motion to adopt the Outreach and Economic Committee mission statement as drafted.

Second: Commissioner Dooley.

Ayes: Clyde, Dooley

5. Discussion and action to choose monthly nominees for the Small Business Commission's "City Employee Recognition Program." (Discussion and Possible Action Item)

Motion: Commissioner Clyde made a motion to nominate Trent Rohr and the "Jobs Now" leadership team at Health and Human Services.

Second: Commissioner Dooley.

Ayes: Clyde, Dooley

6. Discussion and action to choose monthly nominees for the Small Business Commission's "Small Business Recognition Program." (Discussion and Possible Action Item)

Motion: Commissioner Dooley made a motion to nominate Aqua Forest Aquarium on Fillmore Street.

Second: Commissioner Dooley.

Ayes: Clyde, Dooley

7. Discussion and staff report on the SBC's ADA project (Discussion Item)

The Director provided the Committee an update on the ADA project and other ADA issues.

- A letter is now available for businesses to send in response to being sued. The response advises that a Certified Access Specialist has been retained by the business.
- ADA pamphlets are being finalized
- Opportunity Fund is in the process of creating a special fund for certain CASP and ADA related expenses.
- A pitch has been made the law clinic at USF to take on serial ADA litigation cases.
- Discussed possible legislative/policy methods to achieve CASP inspection compliance.

8. Discussion and staff report on the DPH Health Care Reform Task Force. (Discussion Item)

The Director is attending DPH Health Care Reform Task Force meetings and provided Commissioners with documents relating to the Task Force.

9. Staff report and review of SBC/OSB projects, programs and priorities assigned to the Committee and other matters within the purview of the Committee. Explanatory Documents: SBC Outreach and Economic Committee list of 2010 projects, programs and priorities. (Discussion Item)

The Committee reviewed the list. Commissioner Dooley noted that she still attends periodic meetings with small business pet stores.

10. Review of status of the vacancy report and letter to landlords. (Discussion and Possible Action Item)

A second round of vacancy letters were sent to previous recipients and additional ones identified by staff. Responses are requested by the next Committee meeting date.

11. New Business – allows committee members to introduce new agenda items for future consideration by the committee.

None

12. Adjournment

The meeting was adjourned at 6:50pm.

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REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR



SMALL BUSINESS COMMISSION
Outreach and Economic Committee
NOTICE OF MEETING & AGENDA



Monday December 6, 2010

4:00 P.M. – 6:00 pm

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

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COMMITTEE MEMBERS:

Commissioner Janet Clyde, Chair

Commissioner Kathleen Dooley

Regina Dick-Endrizzi, Executive Director

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6. Discussion and staff report on the SBC's ADA project (Discussion Item)
7. Discussion and staff report on Health Care Reform, including Healthy San Francisco. (Discussion Item)
8. Review of status of the vacancy project and letter to landlords. (Discussion and Possible Action Item)
9. Update and discussion on the departments 2010/211 budget. (Discussion)
10. Commissioner Reports. (Discussion Item)
11. New Business – allows committee members to introduce new agenda items for future consideration by the committee.
12. Adjournment

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SMALL BUSINESS COMMISSION
Outreach and Economic Committee
NOTICE OF MEETING & AGENDA



Friday December 17, 2010

4:00 P.M. – 6:00 pm

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

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COMMITTEE MEMBERS:

Commissioner Janet Clyde, Chair
Commissioner Kathleen Dooley

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SMALL BUSINESS COMMISSION
Outreach and Economic Committee
MEETING MINUTES



Friday December 17, 2010
4:00 P.M. – 6:00 pm

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

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COMMITTEE MEMBERS PRESENT:

Commissioner Janet Clyde, Chair
Commissioner Kathleen Dooley

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1. Roll call for the December 17, 2010, Outreach and Economic Committee meeting.

The meeting was called to order at 4:15pm.

2. Approval of the December 6, 2010 Outreach and Economic Committee minutes: Explanatory Document: Draft December 17, 2010 Outreach and Economic Committee minutes. (Action Item)

Motion: Commissioner Dooley made a motion to adopt the December 6, 2010 minutes as drafted.

Second: Commissioner Clyde.

Ayes: Clyde, Dooley

3. Staff report and review of SBC/OSB projects, programs and priorities assigned to the Committee and other matters within the purview of the Committee. Explanatory Documents: SBC Outreach and Economic Committee list of 2010 projects, programs and priorities. (Discussion Item)

The Director provided Commissioners with an update on the revolving loan fund.

Formula Retail. The committee discussed a possible joint hearing with the Planning Commission in 2011.

Potential topics include:

- Requiring economic impact report for proposed formula retail stores
- An overall economic impact report of affects, pros, cons, etc. of formula retail stores in the City of San Francisco.
- New criteria for planning commission approval
- Review of Jobs, salary, scale, benefits, etc. for formula retail stores vs. local small businesses.
- Review of "pop up stores"
- Notification of potentially affected businesses of formula retail applications at time of applying

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IRENE YEE RILEY

REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR

- City-Wide block book notification to SBC and other stakeholders of formula retail applications
- Pre-meeting notification to SBC

4. Discussion and staff report on the SBC's ADA project (Discussion Item)

The City Attorney is filing and working on the Amicus Brief. The SBC is paying for the brief. The director provided an over view of an "Opportunity Fund" program to assist businesses in making ADA upgrades and performing a CASp study. She also reviewed outreach efforts, both current and planned.

5. Review of status of the vacancy project and letter to landlords. (Discussion and Possible Action Item)

The Director is working with the Controller's office to determine if the vacancy report project will require proposition 26 approvals from the voters. If so, can it be modified?

6. Update and discussion on the departments 2010/211 budget. (Discussion)

None.

7. Commissioner Reports. (Discussion Item)

Commissioners Dooley and Clyde discussed the importance of shop local and how businesses appreciate the campaign.

8. New Business – allows committee members to introduce new agenda items for future consideration by the committee.

Commissioner Dooley would like to continue discussions with Urban Table to improve outreach to the small business community that their markets are located in.

Commissioner Clyde would like to invite SfLOMA and/or SF Made to upcoming meetings.

9. Adjournment

The meeting was adjourned at 5:30pm.

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SMALL BUSINESS COMMISSION
Outreach and Economic Committee
NOTICE OF MEETING & AGENDA



Friday January 21, 2010
4:00 P.M. – 6:00 pm

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

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COMMITTEE MEMBERS:

Commissioner Janet Clyde, Chair
Commissioner Kathleen Dooley

Regina Dick-Endrizzi, Executive Director

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4. Discussion and staff report on the SBC's ADA project (Discussion Item)
5. Review of status of the vacancy project and letter to landlords. (Discussion and Possible Action Item)
6. Update and discussion on the departments 2010/211 budget. (Discussion)
7. Commissioner Reports. (Discussion Item)
8. New Business – allows committee members to introduce new agenda items for future consideration by the committee.
9. Adjournment

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SMALL BUSINESS COMMISSION

Outreach and Economic Committee

MEETING MINUTES



Friday January 21, 2010 2011

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

COMMITTEE MEMBERS PRESENT:

Commissioner Janet Clyde, Chair

Commissioner Kathleen Dooley

Regina Dick-Endrizzi, Executive Director

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1. Roll call for the January 21, 2011, Outreach and Economic Committee meeting.

The meeting was called to order at 4:30pm.

2. Approval of the December 17, 2010 Outreach and Economic Committee minutes: Explanatory Document: Draft December 17, 2010 Outreach and Economic Committee minutes. (Action Item)

Motion: Commissioner Clyde made a motion to adopt the December 17, 2010 minutes as drafted.

Second: Commissioner Dooley.

Ayes: Clyde, Dooley

3. Staff report and review of SBC/OSB projects, programs and priorities assigned to the Committee and other matters within the purview of the Committee. Explanatory Documents: SBC Outreach and Economic Committee list of 2011 projects, programs and priorities. (Discussion Item)

Secretary Schulman advised Commissioners that Ellyn Parker of the Office of Economic and Workforce Development had received 8 nominations for the Commissions City Employee Recognition program. Commissioners nominated her to receive the SBC's Certificate of Honor.

Commissioners requested a list of Parklets from the Planning Department.

Formula retail. Eric Mar has encouraged the Commission to review formula retail related issues. Commissioners reviewed the list of formula retail related issues from the previous month and added:

Possible economic mitigation for larger formula retail stores.

4. Discussion and staff report on the SBC's ADA project (Discussion Item)

This item was heard after item number 5. Director Dick-Endrizzi provided an update on ADA matters to Commissioners and recapped a recent press event with Supervisor Chu and other Supervisors.

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REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR

5. Review of status of the vacancy project and letter to landlords. (Discussion and Possible Action Item)

Secretary Schulman provided Commissioners with a written summary of the vacancy survey results and reviewed individual responses.

6. Update and discussion on the departments 2010/211 budget. (Discussion)

No update.

7. Commissioner Reports. (Discussion Item)

Commissioner Dooley continues to attend meetings with concerned pet stores over formula retail establishments. She provided a recap on a recent meeting regarding a Petco Unleashed store.

8. New Business – allows committee members to introduce new agenda items for future consideration by the committee.

Commissioner Clyde suggested that a future discussion should be on the difficulty obtaining loans from retail banks. She suggested Commissioner Adams or former Commissioner, Darlene Chiu, may be resources to use as part of this discussion.

9. Adjournment

The meeting was adjourned at 5:30pm.



SMALL BUSINESS COMMISSION
Outreach and Economic Committee
NOTICE OF MEETING & AGENDA



Friday February 18, 2010

4:00 P.M. – 6:00 pm

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

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COMMITTEE MEMBERS:

Commissioner Janet Clyde, Chair

Commissioner Kathleen Dooley

Regina Dick-Endrizzi, Executive Director

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4. Discussion and staff report on the SBC's ADA project (Discussion Item)
5. Review of status of the vacancy project. (Discussion and Possible Action Item)
6. Update and discussion on the departments 2010/211 budget. (Discussion)
7. Commissioner Reports. (Discussion Item)
8. New Business – allows committee members to introduce new agenda items for future consideration by the committee.
9. Adjournment

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SMALL BUSINESS COMMISSION

Outreach and Economic Committee

MEETING MINUTES



Friday February 18, 2011 2011

4:00 P.M. – 6:00 pm

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

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COMMITTEE MEMBERS PRESENT:

Commissioner Janet Clyde, Chair
Commissioner Kathleen Dooley

Regina Dick-Endrizzi, Executive Director

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1. Roll call for the February 18, 2011, Outreach and Economic Committee meeting.

The meeting was called to order at 4:12pm. All Commissioners present.

2. Approval of the January 21, 2011 Outreach and Economic Committee minutes: Explanatory Document: Draft January 21, 2011 Outreach and Economic Committee minutes. (Action Item)

Motion: Commissioner Clyde made a motion to adopt the January 21, 2011 minutes as drafted.

Second: Commissioner Dooley.

Ayes: Clyde, Dooley

3. Staff report and review of SBC/OSB projects, programs and priorities assigned to the Committee and other matters within the purview of the Committee. Explanatory Documents: SBC Outreach and Economic Committee list of 2011 projects, programs and priorities. (Discussion Item)

The committee reviewed the list of SBC/OSB projects, programs and priorities assigned to the Committee. Items 4, 5, 6 were heard concurrently as they were also on this list. Notes for those items are below.

Small Business Recognition- Sheeba on Fillmore and Sommer Peterson of Mini Bar/Divisadero Merchants will be recognized in April. MAC, La Palma and Liguria Bakery are future small businesses to recognize.

There will be no City employees recognized in March. The DPW Mobile Foods team will be recognized in April. Jane Gong and Martha Yanez of the Office of Small Business will be recognized in May.

Parklets. Commissioner Dooley requested that staff get an updated list and a possible presentation in the committee by a parklet staff person.

There were no updates for the Neighborhood Community Justice Task Force, Media Outreach, Formula Retail.

The Committee will have a presentation in March by Tacing Parker of TARC on Truancy programs. The infomercial is on hold. The website is currently in the early stages of an update process and Shop SF Get More is in progress.

4. Discussion and staff report on the SBC's ADA project (Discussion Item)

This item was heard concurrently with item number 3. The Director reviewed NEDO and Merchant organizations that she has presented to on ADA. She also attended Supervisor Mars "Office Hours" and worked with an affected business. Businesses are also looking at possible issues of racial discrimination by the lawyers initiating serial lawsuits. The Director also reviewed the flyer, which has been translated. The tax credits form is also being translated. She is also working on guidelines for possible self assessments. Lastly, she is formulating a plan for ADA presentations at all merchant corridors.

5. Review of status of the vacancy project. (Discussion and Possible Action Item)

This item was heard concurrently with item number 3. The Controller has been invited to our next Committee meeting to discuss the Proposition 26 ramifications to the Vacancy project. Supervisor Chiu has assigned an intern to review options for possible re-use of former formula retail spaces.

6. Update and discussion on the departments 2010/211 budget. (Discussion)

This item was heard concurrently with item number 3. The director verbally reviewed updates to the budget.

7. Commissioner Reports. (Discussion Item)

Commissioner Clyde reported that the 1 hour parking meter limits in North Beach were hurting businesses. She requested an informational update on SF Park in the March Committee meeting.

8. New Business – allows committee members to introduce new agenda items for future consideration by the committee.

None.

9. Adjournment

The meeting was adjourned at 5:41pm.



SMALL BUSINESS COMMISSION
Outreach and Economic Committee
NOTICE OF MEETING & AGENDA

Friday March 18, 2010

4:00 P.M. – 6:00 pm

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

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COMMITTEE MEMBERS:

Commissioner Janet Clyde, Chair

Commissioner Kathleen Dooley

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Regina Dick-Endrizzi, Executive Director

1. Roll call for the March 18, 2011, Outreach and Economic Committee meeting.
2. Approval of the February 18, 2011 Outreach and Economic Committee minutes: Explanatory Document: Draft February 18, 2011 Outreach and Economic Committee minutes. (Action Item)
3. Staff report and review of SBC/OSB projects, programs and priorities assigned to the Committee and other matters within the purview of the Committee. Explanatory Documents: SBC Outreach and Economic Committee list of 2011 projects, programs and priorities. (Discussion Item)
4. Presentation and Discussion on youth truancy by Tacing Parker, Truancy Intervention Program.
5. Commissioner Reports. (Discussion Item)
6. New Business – allows committee members to introduce new agenda items for future consideration by the committee.
7. Adjournment

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SMALL BUSINESS COMMISSION

Outreach and Economic Committee

MEETING MINUTES



Friday March 18, 2011 7:11
4:00 P.M. – 6:00 pm

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

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COMMITTEE MEMBERS PRESENT:

Commissioner Janet Clyde, Chair
Commissioner Kathleen Dooley

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Regina Dick-Endrizzi, Executive Director

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1. Roll call for the March 18, 2011, Outreach and Economic Committee meeting.

The meeting was called to order at 4:26pm. All Commissioners present.

2. Approval of the February 18, 2011 Outreach and Economic Committee minutes: Explanatory Document: Draft February 18, 2011 Outreach and Economic Committee minutes. (Action Item)

Motion: Commissioner Dooley made a motion to adopt the February 18, 2011 minutes as drafted with one modification to the spelling of Liguria bakery.

Second: Commissioner Clyde.

Ayes: Clyde, Dooley

3. Staff report and review of SBC/OSB projects, programs and priorities assigned to the Committee and other matters within the purview of the Committee. Explanatory Documents: SBC Outreach and Economic Committee list of 2011 projects, programs and priorities. (Discussion Item)

The Director provided Commissioners with an updated list of Outreach Projects and Assignments. She provided a budget update to begin this item.

Vacancy Project- Language of the full vacant building legislation was sent to the Controllers office to see if the language in that ordinance would satisfy prop 26 requirements.

ADA- The DOJ has issued some new regulations and the Office is posting/distributing. Businesses that were sued several years ago are apparently being re-sued by new persons. The Office will have a Hastings law intern this summer to work on ADA Issues.

Employee/Business Recommendations- The Commission will recognize the "DPW Street Foods Team" in April. Sommer Pederson/Mini Bar will be recognized in April. A future business to recognize is MAC.

SMALL BUSINESS COMMISSION
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IRENE YEE RILEY

REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR

Parklets- Commissioners commented that Parklets should be in areas that are underutilized. They are not appropriate across the street from parks. Commissioners request a presentation in April or May on the status of parklets.

Media Outreach- Outreach to the Chinese media has been very successful. Outreach to Spanish media will be made in the next few months.

The Director provided a re-cap on Shop SF get more.

4. Presentation and Discussion on youth truancy by Tacing Parker, Truancy Intervention Program. (Discussion Item)

Tacing Parker presented. Ms. Parker provided a brief overview of the TARC program. It was launched in May of 2010 and is housed at the YMCA. It is a drop off center where the SFPD drops off truant students. Students meet with staff and they use a restorative/case management structure. Staff also does advocacy work. They are currently case managing 150 youth and a majority of the youth are 14-17 years old.

A major need for these youth is employment opportunities. They are currently looking to place 20 youth with small business merchants during the summer through the MYEEP program. There is no cost to employers to participate. Tacing will work to find out what areas youth are interested in working and there may be small business week opportunities.

5. Commissioner Reports. (Discussion Item)

None

6. New Business – allows committee members to introduce new agenda items for future consideration by the committee.

None

7. Adjournment

Motion: Commissioner Clyde made a motion to adjourn.

Second: Commissioner Dooley.

Ayes: Clyde, Dooley

The meeting was adjourned at 6:03pm.



SMALL BUSINESS COMMISSION
Outreach and Economic Committee
NOTICE OF MEETING & AGENDA



Friday May 27, 2010 2:54
4:00 P.M. – 6:00 pm

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

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COMMITTEE MEMBERS:

Commissioner Janet Clyde, Chair

Commissioners Kathleen Dooley, Jamie Kasselmann

Regina Dick-Endrizzi, Executive Director

1. Roll call for the May 27, 2011, Outreach and Economic Committee meeting.
2. General Public Comment. (Discussion Item)
3. Approval of the March 18, 2011 Outreach and Economic Committee minutes: Explanatory Document: Draft March 18, 2011 Outreach and Economic Committee minutes. (Action Item)
4. Staff report and discussion on Office of Small Business ADA outreach efforts and related projects. (Discussion Item)
5. Staff report and review of SBC/OSB projects, programs and priorities assigned to the Committee and other matters within the purview of the Committee. Explanatory Documents: SBC Outreach and Economic Committee list of 2011 projects, programs and priorities. (Discussion Item)
6. Commissioner Reports. (Discussion Item)
7. New Business – allows committee members to introduce new agenda items for future consideration by the committee.
8. Adjournment

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SMALL BUSINESS COMMISSION

Outreach and Economic Committee

Meeting Minutes



Friday May 27, 2010 *Tell*
4:00 P.M. – 6:00 pm

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

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COMMITTEE MEMBERS PRESENT:

Commissioner Janet Clyde, Chair
Commissioners Kathleen Dooley

Regina Dick-Endrizzi, Executive Director

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1. Roll call for the May 27, 2011, Outreach and Economic Committee meeting.

The meeting was called to order at 4:10pm. Commissioners Dooley and Clyde were present.

2. General Public Comment. (Discussion Item)

No members of the public spoke during general public comment.

3. Approval of the March 18, 2011 Outreach and Economic Committee minutes: Explanatory Document: Draft March 18, 2011 Outreach and Economic Committee minutes. (Action Item)

Motion: Commissioner Dooley made a motion to adopt the March 18, 2011 minutes as drafted.

Second: Commissioner Clyde.

Ayes: Clyde, Dooley

4. Staff report and discussion on Office of Small Business ADA outreach efforts and related projects. (Discussion Item)

The Director reviewed a list of ADA outreach events that she attended in the past month. She then reviewed HR 881 and discussed the bill and outreach. Next, the director reviewed the work that office intern Katharine Burton is doing as part of the ADA project. The director is also recommending that a hearing take place in the fall on ADA access. She will be asking Commissioners to draft questions.

5. Staff report and review of SBC/OSB projects, programs and priorities assigned to the Committee and other matters within the purview of the Committee. Explanatory Documents: SBC Outreach and Economic Committee list of 2011 projects, programs and priorities. (Discussion Item)

4. Employee recommendations- The Committee selected the staff of the airport team that worked to bring in small businesses and the local mix of businesses at the new Terminal 2.

5. Business recommendations- The Committee recommends MAC for the June SBC meeting.

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REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR

6. Parkets- The Committee requested a Commission briefing at the next Commission meeting.

8a. Small Business Week. 1700 people attended the Flavors kick-off event. 1500 people attended the workshops.

6. Commissioner Reports. (Discussion Item)

None.

7. New Business – allows committee members to introduce new agenda items for future consideration by the committee.

None.

8. Adjournment

The meeting was adjourned at 5:21pm.

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SMALL BUSINESS COMMISSION
Outreach and Economic Committee
NOTICE OF MEETING & AGENDA



Thursday September 1, 2011

3:00 P.M. – 5:00 pm

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

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COMMITTEE MEMBERS:

Commissioner Janet Clyde, Chair

Commissioners Kathleen Dooley, Jamie Kasselmann

Regina Dick-Endrizzi, Executive Director

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5. Discussion and update on the Americas Cup event. (Discussion Item)
6. Presentation and discussion on the Office of Small Business logo and branding. (Discussion Item)
7. Discussion and possible action on the Office of Small Businesses 2011/2012 budget. (Discussion and Possible Action Item)
8. Staff report and review of SBC/OSB projects, programs and priorities assigned to the Committee and other matters within the purview of the Committee. Explanatory Documents: SBC Outreach and Economic Committee list of 2011 projects, programs and priorities. (Discussion Item)
9. Commissioner Reports. (Discussion Item)
10. New Business – allows committee members to introduce new agenda items for future consideration by the committee.
11. Adjournment

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SMALL BUSINESS COMMISSION
Outreach and Economic Committee
NOTICE OF MEETING & AGENDA



Thursday September 1, 2010 08-29-11P12:55 REV'D

3:00 P.M. – 5:00 pm

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

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COMMITTEE MEMBERS:

Commissioner Janet Clyde, Chair

Commissioners Kathleen Dooley, Jamie Kasselman

Regina Dick-Endrizzi, Executive Director

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5. Discussion and update on the Americas Cup event. (Discussion Item)
6. Presentation and discussion on the Office of Small Business logo and branding. (Discussion and Possible Action Item)
7. Discussion and possible action regarding "Small Business Saturday" sponsored by Women Impacting Public Policy. (Discussion and Possible Action Item)
8. Discussion and possible action on the Office of Small Businesses 2011/2012 budget. (Discussion and Possible Action Item)
9. Staff report and review of SBC/OSB projects, programs and priorities assigned to the Committee and other matters within the purview of the Committee. Explanatory Documents: SBC Outreach and Economic Committee list of 2011 projects, programs and priorities. (Discussion Item)
10. Commissioner Reports. (Discussion Item)
11. New Business – allows committee members to introduce new agenda items for future consideration by the committee.
12. Adjournment

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SMALL BUSINESS COMMISSION
Outreach and Economic Committee
NOTICE OF MEETING & AGENDA



Friday September 16, 2011
4:00 P.M. – 6:00 pm

CITY HALL, ROOM 421
1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

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COMMITTEE MEMBERS:

Commissioner Janet Clyde, Chair
Commissioners Kathleen Dooley, Jamie Kasselmann

Regina Dick-Endrizzi, Executive Director

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SMALL BUSINESS COMMISSION

Outreach and Economic Committee

MEETING MINUTES



Friday September 16, 2011
4:00 P.M. – 6:00 pm

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

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COMMITTEE MEMBERS PRESENT:

Commissioner Janet Clyde, Chair
Commissioners Kathleen Dooley, Jamie Kasselmann

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1. Roll call for the September 16, 2011, Outreach and Economic Committee meeting.
The meeting was called to order at 4:24pm. Commissioners Clyde and Dooley were present.
2. General Public Comment. (Discussion Item)
No members of the public spoke during general public comment.
3. Approval of the September 1, 2011 Outreach and Economic Committee minutes: Explanatory Document: Draft September 1, 2011 Outreach and Economic Committee minutes. (Action Item)
Motion: Commissioner Dooley made a motion to adopt the September 1, 2011 minutes as drafted.
Second: Commissioner Clyde.
Ayes: Clyde, Dooley
4. Staff report and review of SBC/OSB projects, programs and priorities assigned to the Committee and other matters within the purview of the Committee. Explanatory Documents: SBC Outreach and Economic Committee list of 2011 projects, programs and priorities. (Discussion Item)
 1. Budget/Performance Measures. The director reviewed the 2011/2012 budget, including detailed program breakdowns. She discussed available funds in material and supplies and recommended that the Office consider spending funds on marketing to neighborhoods. Commissioners were supportive. The director also noted during the budget review that the new hire should be approved soon. The item was continued until item 5 for action.
 2. Vacancy letters/survey and Legislation. The Committee discussed this item and reviewed previous direction. Supervisor Chiu has requested information on this item and is interested in taking action. The Committee discussed having OEWD be the lead agency in charge and that funds collected be used for administration and listing/promotions of vacant storefronts. Staff will prepare a memo to Supervisor Chiu detailing work completed.
 3. ADA Outreach and Education. The Director reported that the SF Bar Association is working to organize a radio program with our office. Noe Valley merchants is continuing their outreach efforts. The department will be looking for a new intern to work on ADA.

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REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR

4. Employee Recommendations. Dan Sider and Jonas Ionin of the Planning Department were nominated for October. Dave Falzon is nominated for November. In the future this item will be added to future agendas as an action item.

5. Beauty Network will be receiving the certificate of Honor in October. Regina will present the award at a 25 year anniversary reception that they are hosting. Roosevelts Tamale parlor, Total MAC and dogpatch saloon were nominated for future months. In the future, this item will be added to future agendas as an action item. The Secretary will keep a running list of potential nominees.

6. Parklets. There will be a presentation scheduled at our October full SBC meeting.

7. Media Outreach. The "Blog Talk" radio program is interested in featuring the office.

8. OSB Programs.

a. Small Business Week. Considering awards being held as a separate ceremony. Conferences may be moved to a hotel.

b. Website. No update.

c. Mayors revolving loan fund. Provided updated list to Commissioners.

9. Continue to the call of their chair. No updates.

10. Americas Cup. The director distributed a list of organizations being reached out to for B to B opportunities and discussed a plan to outreach to small businesses.

5. Discussion and possible action on the Office of Small Businesses 2011/2012 budget. (Discussion and Possible Action Item)

Motion: Commissioner Clyde made a motion to recommend that the Small Business Commission adopt the departments 2011/2012 budget.

Second: Commissioner Dooley.

Ayes: Clyde, Dooley

6. Commissioner Reports. (Discussion Item)

No Reports.

7. New Business – allows committee members to introduce new agenda items for future consideration by the committee.

Commissioner Clyde asked staff to inquire with departments to see what the City is doing to help businesses with economic difficulties. What are departments doing? Find out what departments are doing to assist businesses that cannot meet their obligations.

8. Adjournment

The meeting was adjourned at 6:01pm.



SMALL BUSINESS COMMISSION
Outreach and Economic Committee
NOTICE OF MEETING & AGENDA



Friday November 18, 2011

4:00 P.M. – 6:00 pm

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

COMMITTEE MEMBERS:

Commissioner Janet Clyde, Chair

Commissioners Kathleen Dooley, Jamie Kasselmann

Regina Dick-Endrizzi, Executive Director

1. Roll call for the November 18, 2011, Outreach and Economic Committee meeting.
2. General Public Comment. (Discussion Item)
3. Approval of the September 16, 2011 Outreach and Economic Committee minutes: Explanatory Document: Draft September 16, 2011 Outreach and Economic Committee minutes. (Action Item)
4. Staff report and review of SBC/OSB projects, programs and priorities assigned to the Committee and other matters within the purview of the Committee. Explanatory Documents: SBC Outreach and Economic Committee list of 2011 projects, programs and priorities. (Discussion Item)
5. Commissioner Reports. (Discussion Item)
6. New Business – allows committee members to introduce new agenda items for future consideration by the committee.
11-15-11P02:21 RCVD
7. Adjournment

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REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR

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SMALL BUSINESS COMMISSION
Outreach and Economic Committee
NOTICE OF MEETING & AGENDA
CANCELLATION NOTICE

Friday November 18, 2011

4:00 P.M. – 6:00 pm

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

COMMITTEE MEMBERS:

Commissioner Janet Clyde, Chair

Commissioners Kathleen Dooley, Jamie Kasselmann

Regina Dick-Endrizzi, Executive Director

The November 18, 2011 Outreach and Economic Committee meeting is cancelled.

11-16-11P04:52 RCVD

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SMALL BUSINESS COMMISSION
Outreach and Economic Committee
NOTICE OF MEETING & AGENDA

Friday April 20, 2012
2:00 P.M. – 4:00 pm

04-17-12 PM 1:58 PM

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

COMMITTEE MEMBERS:

Commissioner Kathleen Dooley, Chair
Commissioners Mark Dwight, Monetta While

Regina Dick-Endrizzi, Executive Director

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1. Roll call for the April 20, 2012, Outreach and Economic Committee meeting.
2. General Public Comment. (Discussion Item)
3. Approval of the September 16, 2011 Outreach and Economic Committee minutes: Explanatory Document: Draft September 16, 2011 Outreach and Economic Committee minutes. (Action Item)
4. Review of ADA and Disability Access projects and programs, and approval of responses to Senators Dianne Feinstein and Darrel Steinberg. (Discussion and Action item)
5. Discussion and possible action regarding the Office of Small Business rebranding project. (Discussion and Possible Action Item)
6. Discussion on the proposed creation of a "Friends of Small Business" organization. (Discussion item)
7. Discussion on the Outreach Committees Vacancy Project. (Discussion Item)
8. Discussion and action to nominate a small business and city employee(s) for the Small Business Commissioners recognition programs. (Discussion and Action Item)
9. Creation of 2012 projects, programs and priorities list for the Committee (Discussion Item)
10. Standing staff report (report and review of budget, Small Business Week, items assigned to staff, and on-going business of the committee.) (Discussion Item)
11. Commissioner Reports. (Discussion Item)
12. New Business – allows committee members to introduce new agenda items for future consideration by the committee.
13. Adjournment

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SMALL BUSINESS COMMISSION
Outreach and Economic Committee
NOTICE OF MEETING CANCELLATION



Friday April 20, 2012
2:00 P.M. -- 4:00 pm
CITY HALL, ROOM 421
1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

COMMITTEE MEMBERS:
Commissioner Kathleen Dooley, Chair
Commissioners Mark Dwight, Monetta While
Regina Dick-Endrizzi, Executive Director

The Friday, April 20, 2012 meeting of the Outreach and Economic Committee is cancelled.

04-19-12203-11 6000

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REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR



SMALL BUSINESS COMMISSION
Outreach and Economic Committee
NOTICE OF MEETING & AGENDA



Thursday August 2, 2012

2:00 P.M. – 4:00 pm

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

COMMITTEE MEMBERS:

Commissioner Kathleen Dooley, Chair
Commissioners Mark Dwight, Monetta While

Regina Dick-Endrizzi, Executive Director

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1. Roll call for the August 2, 2012, Outreach and Economic Committee meeting.
2. General Public Comment. (Discussion Item)
3. Approval of the September 16, 2011 Outreach and Economic Committee minutes: Explanatory Document: Draft September 16, 2011 Outreach and Economic Committee minutes. (Action Item)
4. Discussion and action to nominate a small business and city employee(s) for the Small Business Commissioners recognition programs. (Discussion and Action Item)
5. Discussion and possible action on Vacancy Legislation and Database. (Discussion and Possible Action Item)
6. Review of ADA and Disability Access projects, programs, meetings and BOS File No. 111047. (Discussion and Possible Action item)
7. Discussion and possible action regarding the Office of Small Business rebranding project and office logo. (Discussion and Possible Action Item)
8. Discussion on the proposed creation of a "Friends of Small Business" organization. (Discussion item)
9. Discussion and possible action regarding "Parklets". (Discussion and Possible Action Item)
10. Discussion on business interruption resulting from City funded infrastructure projects. (Discussion Item)
11. Discussion on outreach for ordinances previously passed by the Board of Supervisors (Discussion Item)
12. Creation of 2012 projects, programs and priorities list for the Committee (Discussion and Action Item)
13. Standing staff report (report and review of budget, Small Business Week, items assigned to staff, and on-going business of the committee.) (Discussion Item)
14. Commissioner Reports. (Discussion Item)
15. New Business – allows committee members to introduce new agenda items for future consideration by the committee.

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REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR

16. Adjournment

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REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR





SMALL BUSINESS COMMISSION
Outreach and Economic Committee
MEETING MINUTES



Thursday August 2, 2012
2:00 P.M. – 4:00 pm

CITY HALL, ROOM 421
1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

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COMMITTEE MEMBERS:

Commissioner Kathleen Dooley, Chair
Commissioners Mark Dwight, Monetta While

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Regina Dick-Endrizzi, Executive Director

1. Roll call for the August 2, 2012, Outreach and Economic Committee meeting.

The meeting was called to order at 2:21pm. Commissioners Dooley, Dwight, and White were present.

2. General Public Comment.

General public comment was called and no members of the public spoke during general public comment.

3. Approval of the September 16, 2011 Outreach and Economic Committee minutes: Explanatory Document:
Draft September 16, 2011 Outreach and Economic Committee minutes.

Motion: Commissioner Dooley motioned to adopt the draft September 16, 2011 meeting minutes.

2nd: Commissioner White

Ayes: Dooley, Dwight, White

Nays: None

Absent: None

4. Discussion and action to nominate a small business and city employee(s) for the Small Business
Commissioners recognition programs.

Commissioners discussed which meeting to recognize businesses at and determined that the first meeting of the month would be most appropriate. Commissioners decided to recognize employees at the second meeting of the month. Commissioners held a discussion and made the following nominations:

Business- Toy Boat Café (Nominated by Staff) Total Mac (Dooley) Noe Valley Merchants (Staff)

Employees- Jennifer Matz (Dwight) Beverly Popeck (O'Brien) Celeste Austria-Marks (Dooley)

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REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR

Public comment was called for and no members of the public spoke during public comment.

Motion: Commissioner Dooley motioned to recognize Toy Boat Café in August and Total Mac in September. She also motioned to recognize Beverly Popeck in August, Jennifer Matz in September, and Celeste Austria-Marks in October.

2nd: Dwight

Ayes: Dooley, Dwight, White

Nays: None

Absent: None

5. Discussion and possible action on Vacancy Legislation and Database.

Director Dick-Endrizzi provided an introduction and described the connection to OEWD invest in neighborhoods program. She then introduced the vacancy legislation project. Findings and definitions need to be determined. The Committee reviewed the handout provided by staff. Next, the committee reviewed proposition 26, held a discussion on the number of years a space must remain vacant, and discussed questions that need to be answered and next steps. Staff will outline a proposal and submit to the City Attorney for review and comment. This will be presented to the Committee at the next meeting.

Public comment was called for and no members of the public spoke during public comment.

6. Review of ADA and Disability Access projects, programs, meetings and BOS File No. 111047.

The Director reviewed File No. 111047. Next, the Director reviewed the results of the hearing that Supervisor Mar held on disability access. An advisory committee of various city departments will be forming to review city regulations and processes. A larger committee involving outside stakeholders will also be formed. Supervisor Mar will be initiating a letter to City Administrator Naomi Kelly to request that Jobs Squad do ADA outreach. The director also announced that the Mayor has budgeted funds for loans and grants to small businesses and some may go to ADA access improvements and CASp inspections. Next, Commissioner Dooley recapped meetings she had with Senator Leno and the staff of Senator Dianne Feinstein. Director Dick Endrizzi concluded this item by announcing the Noe Valley merchants has an interest with connecting with other business organizations around the state to see about suing the State regarding the Unruh act.

Public comment was called for and no members of the public spoke during public comment.

7. Discussion and possible action regarding the Office of Small Business rebranding project and office logo.

The Committee reviewed the branding process and logo. The Committee discussed the logo and branding and provided feedback to the Director for a new round of designs. Commissioner Dwight will also be discussing the branding with individuals and may propose some logos. The Committee determined that it was not necessary to pursue a new Commission logo and will be focusing on the department logo and branding.

Public comment was called for and no members of the public spoke during public comment.

8. Discussion on the proposed creation of a "Friends of Small Business" organization.

The Committee held a discussion on the concept of forming a "Friends of Small Business" organization. The director reviewed gift guidelines and how City departments can accept donations. She reviewed how similar organizations work. Commissioners will discuss this topic with members of the business community. There was also discussion on working with existing organizations to fund reports or other projects that are needed, which may be the preferred approach. At the next meeting the Committee will discuss the types of reports that are needed and which organizations can facilitate them.

Public comment was called for and no members of the public spoke during public comment.

9. Discussion and possible action regarding "Parklets".

Items 9, 10, 11, 13 were called together and continued to the September 6 meeting.

Public comment was called for and no members of the public spoke during public comment.

10. Discussion on business interruption resulting from City funded infrastructure projects.

11. Discussion on outreach for ordinances previously passed by the Board of Supervisors

12. Creation of 2012 projects, programs and priorities list for the Committee.

Staff will compile a list based on today's agenda and distribute prior to the next committee meeting.

Public comment was called for and no members of the public spoke during public comment.

13. Standing staff report (report and review of budget, Small Business Week, items assigned to staff, and on-going business of the committee.)

14. Commissioner Reports.

No reports

15. New Business – allows committee members to introduce new agenda items for future consideration by the committee.

No new business.

16. Adjournment

The meeting was adjourned at 4:21pm

SMALL BUSINESS COMMISSION
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REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR



SMALL BUSINESS COMMISSION
Outreach and Economic Committee
NOTICE OF MEETING & AGENDA



Thursday September 6, 2012

2:00 P.M. – 4:00 pm

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

COMMITTEE MEMBERS:

Commissioner Kathleen Dooley, Chair
Commissioners Mark Dwight, Monetta While

Regina Dick-Endrizzi, Executive Director

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1. Roll call for the August 2, 2012, Outreach and Economic Committee meeting.
2. General Public Comment. (Discussion Item)
3. Approval of the August 2, 2012 Outreach and Economic Committee minutes: Explanatory Document: Draft August 2, 2012 Outreach and Economic Committee minutes. (Action Item)
4. Discussion and action to nominate a small business and city employee(s) for the Small Business Commissioners recognition programs. (Discussion and Action Item)
5. Discussion and possible action on Vacancy Legislation and Database. (Discussion and Possible Action Item)
6. Review of ADA and Disability Access projects, programs, meetings and BOS File No. 111047. (Discussion and Possible Action item)
7. Discussion and possible action regarding the Office of Small Business rebranding project and office logo. (Discussion and Possible Action Item)
8. Discussion on potential studies and projects to collaborate with non-profit organizations in completing. (Discussion item)
9. Discussion and possible action regarding "Parklets". (Discussion and Possible Action Item)
10. Discussion on business interruption resulting from City funded infrastructure projects. (Discussion Item)
11. Discussion on outreach for ordinances previously passed by the Board of Supervisors (Discussion Item)
12. Creation of 2012 projects, programs and priorities list for the Committee (Discussion and Action Item)
13. Standing staff report (report and review of budget, Small Business Week, items assigned to staff, and on-going business of the committee.) (Discussion Item)
14. Commissioner Reports. (Discussion Item)
15. New Business – allows committee members to introduce new agenda items for future consideration by the committee.

SMALL BUSINESS COMMISSION
1 DR. CARLTON B. GOODLETT PLACE, #110
SAN FRANCISCO, CA 94102

415.554.6408

415.558.7844

REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR

16. Adjournment

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REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR



SMALL BUSINESS COMMISSION
Outreach and Economic Committee
Meeting Minutes



Thursday September 6, 2012
2:00 P.M. – 4:00 pm

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

GOVERNMENT
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COMMITTEE MEMBERS:

Commissioner Kathleen Dooley, Chair
Commissioners Mark Dwight, Monetta White

Regina Dick-Endrizzi, Executive Director

AUG - 11 2012

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1. Roll call for the September 6, 2012, Outreach and Economic Committee meeting.

The meeting was called to order at 2:10pm. Commissioners Dooley, Dwight and White were present.

2. General Public Comment. (Discussion Item)

No members of the public spoke during general public comment.

3. Approval of the August 2, 2012 Outreach and Economic Committee minutes: Explanatory Document: Draft August 2, 2012 Outreach and Economic Committee minutes. (Action Item)

Motion: Commissioner White made a motion to approve the minutes.

Second: Commissioner Dwight.

Ayes: Dooley, Dwight, White

4. Discussion and action to nominate a small business and city employee(s) for the Small Business Commissioners recognition programs. (Discussion and Action Item)

The Committee discussed nominations.

Commissioners requested that staff send an email to all Commissioners requesting nominations.

Commissioners nominated Celeste Austria Marks (MTA) for November, Jennifer Matz (OEWD) for October. Commissioners nominated Noe Valley Merchants for December 10.

Public Comment was called for and no members of the public spoke during public comment.

Motion: Commissioner Dooley motioned to accept all nominations.

Second: Commissioner White.

Ayes: Dooley, Dwight, White

5. Discussion and possible action on Vacancy Legislation and Database. (Discussion and Possible Action Item)

The Secretary reviewed an update on the proposed legislation. Staff is waiting for guidance from the City Attorney before moving forward.

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Public Comment was called for and no members of the public spoke during public comment.

No action Taken.

6. Review of ADA and Disability Access projects, programs, meetings and BOS File No. 111047. (Discussion and Possible Action item)

The Director reviewed David Chiu's legislation, which was passed by the Board of Supervisors. The office will be required to create a handout for property owners and representatives to provide to tenants.

The Director reviewed SB 1186. She handed out a summary. There are still concerns over readily achievable being vague.

Public Comment was called for and no members of the public spoke during public comment.

No action taken.

7. Discussion and possible action regarding the Office of Small Business rebranding project and office logo. (Discussion and Possible Action Item)

Continued to the call of the chair.

Public Comment was called for and no members of the public spoke during public comment.

8. Discussion on potential studies and projects to collaborate with non-profit organizations in completing. (Discussion item)

The Committee discussed working with SFLOMA to revise the study of impacts of formula retail. Commissioner Dooley will speak with Hut Landon to gauge interest and if SF LOMA can take the lead. Staff can assist in convening additional stakeholders once the project is scoped out and cost estimated. Commissioners requested a copy of the 2007 report.

Public Comment was called for and no members of the public spoke during public comment.

9. Discussion and possible action regarding "Parklets". (Discussion and Possible Action Item)

The Secretary reviewed 2011 comments and concerns. The Director reviewed an August 16, 2012 meeting that took place regarding parklet issues. The Director reviewed the permitting process. The Director briefly discussed a related Sunday Streets connection to parklets. The Director will verify the issue of tables on sidewalks and tables on parklets and report back to the Committee. The Committee would like to see increased neighborhood notifications, online complaints, and reviewing criteria for new parklets.

Public Comment was called for and no members of the public spoke during public comment.

10. Discussion on business interruption resulting from City funded infrastructure projects. (Discussion Item)

Commissioner Dooley discussed business impacts from construction. The Committee briefly reviewed the New York program and Commissioners will review for the next meeting.

Public Comment was called for and no members of the public spoke during public comment.

11. Discussion on outreach for ordinances previously passed by the Board of Supervisors (Discussion Item)

The Committee discussed the need for consumer outreach on the Plastic Bag Reduction Ban ordinance. The Director will send a letter to Melanie Nutter of SFE requesting this.

Public Comment was called for and no members of the public spoke during public comment.

12. Creation of 2012 projects, programs and priorities list for the Committee (Discussion and Action Item)

The Commission will keep the current list of projects programs and priorities.

Public Comment was called for and no members of the public spoke during public comment.

13. Standing staff report (report and review of budget, Small Business Week, items assigned to staff, and on-going business of the committee.) (Discussion Item)

The Director provided a report on the Ocean Avenue Fire.

Public Comment was called for and no members of the public spoke during public comment.

14. Commissioner Reports. (Discussion Item)

None

15. New Business – allows committee members to introduce new agenda items for future consideration by the committee.

None

16. Adjournment

The meeting was adjourned at 3:50pm.

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SMALL BUSINESS COMMISSION
Outreach and Economic Committee
NOTICE OF MEETING & AGENDA



Thursday November 1, 2012
2:00 P.M. – 4:00 pm

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

COMMITTEE MEMBERS:

Commissioner Kathleen Dooley, Chair
Commissioners Mark Dwight, Monetta While

Regina Dick-Endrizzi, Executive Director

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2. Approval of the September 6, 2012 Outreach and Economic Committee minutes: Explanatory Document: Draft September 6, 2012 Outreach and Economic Committee minutes. (Action Item)
3. General Public Comment. (Discussion Item)
4. Discussion and action to nominate a small business and city employee(s) for the Small Business Commissioners recognition programs. (Discussion and Action Item)
5. Discussion and possible action on Vacancy Legislation and Database. (Discussion and Possible Action Item)
6. Discussion on business interruption resulting from City funded infrastructure projects. (Discussion Item)
7. Discussion on outreach for ordinances previously passed by the Board of Supervisors (Discussion Item)
8. Discussion on the 2012 projects, programs and priorities list for the Committee. Explanatory Documents: List of Outreach and Economic Committee 2012 projects, programs and priorities. (Discussion and Action Item)
9. Standing staff report (report and review of budget, Small Business Week, items assigned to staff, and on-going business of the committee.) (Discussion Item)
10. Commissioner Reports. (Discussion Item)
11. New Business – allows committee members to introduce new agenda items for future consideration by the committee.
12. Adjournment

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SMALL BUSINESS COMMISSION
Outreach and Economic Committee
Meeting Minutes



Thursday November 1, 2012
2:00 P.M. – 4:00 pm

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

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COMMITTEE MEMBERS PRESENT:

Commissioner Kathleen Dooley, Chair
Commissioners Mark Dwight

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1. Roll call for the November 1, 2012, Outreach and Economic Committee meeting.

The meeting was called to order at 2:13pm. Commissioners Dooley and Dwight were present.
Commissioner White was excused.

2. Approval of the September 6, 2012 Outreach and Economic Committee minutes: Explanatory Document:
Draft September 6, 2012 Outreach and Economic Committee minutes. (Action Item)

Motion: Commissioner Dooley motioned to adopt the draft September 16, 2012 meeting minutes.

2nd: Commissioner Dwight

Ayes: Dooley, Dwight,

Nays: None

Absent: White

3. General Public Comment. (Discussion Item)

General Public Comment was called for and no members of the public spoke during general public comment.

4. Discussion and action to nominate a small business and city employee(s) for the Small Business
Commissioners recognition programs. (Discussion and Action Item)

Commissioners reviewed previous nominations and a nomination from Commissioner Yee Riley for R & G
lounge. Commissioners were supportive of the nomination.

Public Comment was called for and no members of the public spoke during public comment.

Motion: Commissioner Dooley motioned to accept the nomination of R&G Lounge.

Second: Commissioner Dwight.

Ayes: Dooley, Dwight

Nays: None

Absent: White

5. Discussion and possible action on Vacancy Legislation and Database. (Discussion and Possible Action Item)

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REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR

The Secretary reviewed draft language. The language indicated that it would apply to only partially vacant mixed use buildings. The Committee recommends changing the language to include all ground floor retail spaces that are vacant for more than 18 months. The Committee discussed the next steps and asked that staff continue to do planning prior to presenting to a Supervisor for introduction.

Public Comment was called for and no members of the public spoke during public comment.

No formal action was taken. Staff direction provided.

6. Discussion on business interruption resulting from City funded infrastructure projects. (Discussion Item)

The Secretary reviewed a summary of a report titled "Light Rail Transit Construction Impact Mitigation Strategies." The Secretary also reviewed a business interruption program in New York. The Committee requested that staff continue to compile mitigation strategies and that this item be agendaized at a future meeting for further discussion.

Public Comment was called for and no members of the public spoke during public comment.

No formal action was taken.

7. Discussion on outreach for ordinances previously passed by the Board of Supervisors (Discussion Item)

No update.

Public Comment was called for and no members of the public spoke during public comment.

8. Discussion on the 2012 projects, programs and priorities list for the Committee. Explanatory Documents: List of Outreach and Economic Committee 2012 projects, programs and priorities. (Discussion and Action Item)

No update.

Public Comment was called for and no members of the public spoke during public comment.

9. Standing staff report (report and review of budget, Small Business Week, items assigned to staff, and on-going business of the committee.) (Discussion Item)

No update.

Public Comment was called for and no members of the public spoke during public comment.

10. Commissioner Reports. (Discussion Item)

No reports.

11. New Business – allows committee members to introduce new agenda items for future consideration by the committee.

No new business

12. Adjournment

The meeting was adjourned at 3:00pm.



SMALL BUSINESS COMMISSION
Outreach and Economic Committee
NOTICE OF MEETING & AGENDA



Thursday December 6, 2012
2:00 P.M. – 4:00 pm

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

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COMMITTEE MEMBERS:

Commissioner Kathleen Dooley, Chair
Commissioners Mark Dwight, Monetta While

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Regina Dick-Endrizzi, Executive Director

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5. Discussion and possible action on Vacancy Legislation and Database. (Discussion and Possible Action Item)
6. Discussion and possible action recommending adoption of a police statement regarding supermarkets that establish "Convenience Zones" in the City of San Francisco. (Discussion and Possible Action Item)
7. Discussion on outreach for ordinances previously passed by the Board of Supervisors (Discussion Item)
8. Discussion on the 2012 projects, programs and priorities list for the Committee. Explanatory Documents: List of Outreach and Economic Committee 2012 projects, programs and priorities. (Discussion and Action Item)
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Outreach and Economic Committee
Meeting Minutes



Thursday December 6, 2012
2:00 P.M. – 4:00 pm

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

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COMMITTEE MEMBERS:

Commissioner Kathleen Dooley, Chair
Commissioners Mark Dwight, Monetta White

Regina Dick-Endrizzi, Executive Director

AUG - 6 2012

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1. Roll call for the December 6, 2012, Outreach and Economic Committee meeting.

The meeting was called to order at 2:07pm. Commissioners Dooley and White were present. Commissioner Dwight was absent-excused.

2. Approval of the November 1, 2012 Outreach and Economic Committee minutes: Explanatory Document: Draft November 1, 2012 Outreach and Economic Committee minutes. (Action Item)

Motion: Commissioner White motioned to adopt the draft November 1, 2012 meeting minutes.

2nd: Commissioner Dooley

Ayes: Dooley, White

Nays: None

Absent: Dwight

3. General Public Comment. (Discussion Item)

Public comment was called for and no members of the public spoke during general public comment.

4. Discussion and action to nominate a small business and city employee(s) for the Small Business Commissioners recognition programs. (Discussion and Action Item)

The Commission reviewed the City Employee and Business nominations. For employees, Laura Arriola will be recognized in January and Celeste Austria Marks in February. No action was necessary. For businesses, Noe Valley Merchants will be recognized in January and R&G lounge in February. No action was necessary. Commissioner Dooley recommended Original Joes for March, but no formal action was taken and it is to be added to the list of nominations for a future meeting.

Public Comment was called for and no members of the public spoke during public comment.

5. Discussion and possible action on Vacancy Legislation and Database. (Discussion and Possible Action Item)

The Secretary reviewed an updated outline for commercial vacancy legislation, including a draft list of questions for the Department of Building Inspection. The Secretary and Director reviewed and ordinance being drafted by Jane Kim that affects the current code in place.

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REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR

Public comment was called for and no members of the public spoke during public comment.

6. Discussion and possible action recommending adoption of a policy statement regarding supermarkets that establish "Convenience Zones" in the City of San Francisco. (Discussion and Possible Action Item)

The Director made introductory remarks and introduced the topic. The Secretary then reviewed a draft policy statement on convenience zones. The Committee discussed the position paper and received input from Kevin Drew, Department of the Environment who consulted on the topic.

Public Comment:

Ed Dunn: Supports entitlements for supermarkets. He also provided background to the Committee on the bottle bill.

Tess Welborn- Would like enforcement on compliance for large retailers. Does not support the burden being placed on small retailers. Mobile redemption centers may be an appropriate option.

Michael Behrens- Commented that Recycling centers are an important discussion for small businesses and appreciates the Commissions involvement.

The Committee provided the following guidance to staff in editing the policy statement.

- The \$100 per day fee should be raised to encourage large retailers to provide on-site recycling. An amount of \$500 was suggested.
- Sites that presently have recycling centers should not be permitted to close them down.
- A geographic policy statement should be included and encouragement for the formation of a city-wide policy for recycling centers.
- State should require that only supermarkets must do buyback- not small businesses.
- References should be added to underground recyclers and that their activity will increase as centers are closed.

No formal action was taken.

7. Discussion on outreach for ordinances previously passed by the Board of Supervisors (Discussion Item)

No update.

Public comment was called and no members of the public spoke during public comment.

8. Discussion on the 2012 projects, programs and priorities list for the Committee. Explanatory Documents: List of Outreach and Economic Committee 2012 projects, programs and priorities. (Discussion and Action Item)

The committee reviewed the list of economic committee assignments. No action was taken.

Public comment was called and no members of the public spoke during public comment.

9. Standing staff report (report and review of budget, Small Business Week, items assigned to staff, and on-going business of the committee.) (Discussion Item)

No report.

Public comment was called and no members of the public spoke during public comment.

10. Commissioner Reports. (Discussion Item)

No report.

Public comment was called and no members of the public spoke during public comment.

11. New Business – allows committee members to introduce new agenda items for future consideration by the committee.

No new business.

12. Adjournment

The meeting was adjourned at 3:44pm.

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REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR



SMALL BUSINESS COMMISSION
Outreach and Economic Committee
NOTICE OF MEETING & AGENDA



January 11, 2013
1:00 P.M. – 3:00 pm

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

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COMMITTEE MEMBERS:

Commissioner Kathleen Dooley, Chair
Commissioners Mark Dwight, Monetta While
Regina Dick-Endrizzi, Executive Director

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1. Roll call for the January 11, 2012, Outreach and Economic Committee meeting.
2. Approval of the December 6, 2012 Outreach and Economic Committee minutes: Explanatory Document: Draft December 6, 2012 Outreach and Economic Committee minutes. (Action Item)
3. General Public Comment. (Discussion Item)
4. Discussion and action to nominate a small business and city employee(s) for the Small Business Commissioners recognition programs. (Discussion and Action Item)
5. Discussion and possible action to submit a draft resolution on the CPUC proposal to add a 628 area code to the 415 area code service area to the full Small Business Commission. (Discussion and Possible Action Item)
6. Discussion and possible action on Vacancy Legislation and Database. (Discussion and Possible Action Item)
7. Discussion on outreach for ordinances previously passed by the Board of Supervisors (Discussion Item)
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12. Adjournment

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SMALL BUSINESS COMMISSION
Outreach and Economic Committee



MEETING MINUTES

Amended September 5, 2013, Outreach and Economic Committee

January 11, 2013
1:00 P.M. – 3:00 pm

CITY HALL, ROOM 421
1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

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COMMITTEE MEMBERS:

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Commissioner Kathleen Dooley, Chair
Commissioners Mark Dwight, Monetta White
Regina Dick-Endrizzi, Executive Director

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1. Roll call for the January 11, 2012, Outreach and Economic Committee meeting.

The meeting was called to order at 1:08pm. Commissioners Dooley, Dwight and White were present.

2. Approval of the December 6, 2012 Outreach and Economic Committee minutes: Explanatory Document: Draft December 6, 2012 Outreach and Economic Committee minutes. (Action Item)

Motion: Commissioner White motioned to adopt the draft December 6, 2012 meeting minutes.

2nd: Commissioner Dooley

Ayes: Dooley, Dwight, White

Nays: None

3. General Public Comment. (Discussion Item)

General public comment was called and no members of the public spoke during general public comment.

4. Discussion and action to nominate a small business and city employee(s) for the Small Business Commissioners recognition programs. (Discussion and Action Item)

Commissioners discussed nominations. Commissioner Dooley nominated Original Joe's. Commissioner White nominated Miyako Ice Cream. No nominations were made for City Staff.

Motion: Commissioner Dooley motioned to adopt the nominations.

Ayes: Dooley, Dwight, White

Nays: None

5. Discussion and possible action to submit a draft resolution on the CPUC proposal to add a 628 area code to the 415 area code service area to the full Small Business Commission. (Discussion and Possible Action Item)

Commission staff reviewed the parameters of the current proposals for either a geographic split or an overlay. Staff also reviewed maps. The Committee held a discussion on the proposals and discussed various alternatives.

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Commissioners crafted a preferred proposal in which all of San Francisco would retain the 415 area code and the 628 area code would be deployed in Marin. When the San Francisco 415 area code fills up, a third, to be determined area code could then be introduced.

Commissioners also recommended a secondary option, which is the direct overlay option.

Public comment was called and no members of the public spoke during general public comment.

Motion: Commissioner Dwight motioned to recommend the preferred and secondary alternatives outlined above to the Small Business Commission and that staff draft a letter to Mayor Lee asking him to take a formal position with the CPUC.

Ayes: Dooley, Dwight, White

Nays: None

6. Discussion and possible action on Vacancy Legislation and Database. (Discussion and Possible Action Item)

Staff reviewed a briefing document for the Committee and outlined next steps.

Public comment was called and no members of the public spoke during general public comment.

No action was taken.

7. Discussion on outreach for ordinances previously passed by the Board of Supervisors (Discussion Item)

Staff distributed a memo to the Commissioners outlining outreach on ordinances previously passed.

Public comment was called and no members of the public spoke during general public comment

8. Discussion on the 2013 projects, programs and priorities list for the Committee. Explanatory Documents: List of Outreach and Economic Committee 2013 projects, programs and priorities. (Discussion Item)

The Committee reviewed the list of projects, programs and priorities but did not hold substantial discussion on any individual item.

Public comment was called and no members of the public spoke during general public comment

9. Standing staff report (report and review of budget, Small Business Week, items assigned to staff, and on-going business of the committee.) (Discussion Item)

The Director provided a review of Small business Week activities.

Public comment was called and no members of the public spoke during general public comment

10. Commissioner Reports. (Discussion Item)

No reports.

11. New Business – allows committee members to introduce new agenda items for future consideration by the committee.

No new business.

12. Adjournment

The meeting was adjourned at 3:05pm.



SMALL BUSINESS COMMISSION
Outreach and Economic Committee
NOTICE OF MEETING & AGENDA



April 4, 2013
2:00 P.M. – 3:30 pm

CITY HALL, ROOM 034

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

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COMMITTEE MEMBERS:

Commissioner Mark Dwight, Chair
Commissioner Monetta While

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Regina Dick-Endrizzi, Executive Director

1. Roll call for the April 4, 2013, Outreach and Economic Committee meeting.
2. Approval of the January 11, 2013 Outreach and Economic Committee minutes: Explanatory Document: Draft January 11, 2013 Outreach and Economic Committee minutes. (Action Item)
3. General Public Comment. (Discussion Item)
4. Discussion and action to nominate a small business and city employee(s) for the Small Business Commissioners recognition programs. (Discussion and Action Item)
5. Discussion and possible action to recommend to the Small Business Commission approval on a draft policy paper on recycling convenience zones. (Discussion and Possible Action Item)
6. Discussion and possible action on scoping for a hearing on projects and programs of the SFMTA on May 6, 2013 including the Polk Street Improvement project.
7. Discussion on outreach for ordinances previously passed by the Board of Supervisors (Discussion Item)
8. Creation and Discussion on 2013 projects, programs and priorities list for the Committee. Explanatory Documents: List of Outreach and Economic Committee 2012 projects, programs and priorities. (Discussion Item)
9. Standing staff report (report and review of budget, Small Business Week, items assigned to staff, and on-going business of the committee.) (Discussion Item)
10. Commissioner Reports. (Discussion Item)
11. New Business – allows committee members to introduce new agenda items for future consideration by the committee.
12. Adjournment

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SMALL BUSINESS COMMISSION
Outreach and Economic Committee
DRAFT Meeting Minutes



April 4, 2013

2:00 P.M. – 3:30 pm

CITY HALL, ROOM 034

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

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COMMITTEE MEMBERS:

Commissioner Mark Dwight, Chair

Commissioner Monetta White

Regina Dick-Endrizzi, Executive Director

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4/4/13
1. Roll call for the April 4, 2013, Outreach and Economic Committee meeting.

The meeting was called to order at 2:10pm. Commissioners Dwight and White were present.

2. Approval of the January 11, 2013 Outreach and Economic Committee minutes: Explanatory Document: Draft January 11, 2013 Outreach and Economic Committee minutes. (Action Item)

Motion: Commissioner White motioned to adopt the draft January 11, 2012 meeting minutes.

2nd: Commissioner Dwight

Ayes: Dwight, White

Nays: None

3. General Public Comment. (Discussion Item)

General Public Comment was called for and no members of the public spoke during general public comment.

4. Discussion and action to nominate a small business and city employee(s) for the Small Business Commissioners recognition programs. (Discussion and Action Item)

Commissioner discussed nominations. Commissioner Dwight recommended Bi-Rite due to their recent expansion on Divisadero. The Committee also recommended in the future recognizing the Permit Tracking System team (DBI/Planning) and the Chamber Small Business Committee.

Public Comment was called for and no members of the public spoke during public comment.

Motion: Commissioner Dwight motioned to recommend Bi-Rite market.

2nd: White

Ayes: Dwight, White

Nays: None

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REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR

5. Discussion and possible action to recommend to the Small Business Commission approval on a draft policy paper on recycling convenience zones. (Discussion and Possible Action Item)

The Commission Secretary reviewed the draft policy statement. Commissioners requested additional text on notifications to businesses on the upcoming requirements to purchase back bottles and cans. Commissioners also requested information on the penalties for businesses that do not comply. Additionally, commissioners requested a future discussion on the business model on mobile recycling.

Public Comment was called for and no members of the public spoke during public comment.

Motion: Commissioner White motioned that the draft policy statement be forwarded to the full Commission for adoption.

2nd, Dwight

Ayes: Dwight, White

Nays: None

6. Discussion and possible action on scoping for a hearing on projects and programs of the SFMTA on May 6, 2013 including the Polk Street Improvement project.

The committee reviewed an initial scoping document which included micro and macro topics. The committee also discussed the MTA board composition, how projects are planned and when small businesses organizations are consulted, how the SFMTA communicates with small businesses/small business organizations, and direct/indirect outreach to businesses.

Public Comment was called for and no members of the public spoke during public comment.

7. Discussion on outreach for ordinances previously passed by the Board of Supervisors (Discussion Item)

No discussion on items previously heard.

8. Creation and Discussion on 2013 projects, programs and priorities list for the Committee. Explanatory Documents: List of Outreach and Economic Committee 2012 projects, programs and priorities. (Discussion Item)

The Commission discussed the project list for 2013. Vacancy Legislation was removed as a standing item. CRV was also removed. The ten year anniversary party was removed and recommended that an event during the SBW 2014 be dedicated to the 10 year anniversary. OSB programs were removed.

Public Comment was called for and no members of the public spoke during public comment.

9. Standing staff report (report and review of budget, Small Business Week, items assigned to staff, and on-going business of the committee.) (Discussion Item)

No update.

10. Commissioner Reports. (Discussion Item)

No reports.

11. New Business – allows committee members to introduce new agenda items for future consideration by the committee.

No new business.

12. Adjournment

The meeting was adjourned at 4:02pm.



SMALL BUSINESS COMMISSION
Outreach and Economic Committee
NOTICE OF MEETING & AGENDA



September 5, 2013
2:00 P.M. – 3:30 pm

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

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COMMITTEE MEMBERS:

Commissioner Mark Dwight, Chair
Commissioner Monetta While

Regina Dick-Endrizzi, Executive Director

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1. Roll call for the September 5, 2013, Outreach and Economic Committee meeting.
2. Approval of the April 4, 2013 Outreach and Economic Committee minutes: Explanatory Document: Draft April 4, 2013 Outreach and Economic Committee minutes. (Action Item)
3. Approval to correct approved meeting minutes for the date of January 11, 2013. Change title from "*Draft Meeting Minutes*" to "*Meeting Minutes*." Explanatory Documents: Corrected Minutes. (Action Item)
4. General Public Comment. (Discussion Item)
5. Presentation and Discussion on the Unsecured Property Tax by the Office of the Assessor. (Discussion Item)
6. Discussion and action to nominate a small business and city employee(s) for the Small Business Commissioners recognition programs. (Discussion and Action Item)
7. Review and discussion of SBC/OSB projects and programs assigned to the Committee. Explanatory Documents: List of Outreach and Economic Committee 2013 projects, programs and priorities. (Discussion Item)
8. Review and discussion on hearings, projects and programs of the SFMTA affecting small businesses.
9. Standing staff report (report and review of budget, outreach workshops and seminars, items assigned to staff, and on-going business of the committee.) (Discussion Item)
10. Commissioner Reports. (Discussion Item)
11. New Business – allows committee members to introduce new agenda items for future consideration by the committee.
12. Adjournment

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SMALL BUSINESS COMMISSION

Outreach and Economic Committee

DRAFT Meeting Minutes



September 5, 2013

2:00 P.M. – 3:30 pm

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102

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COMMITTEE MEMBERS:

Commissioner Mark Dwight, Chair

Commissioner Monetta White

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Regina Dick-Endrizzi, Executive Director

1. Roll call for the September 5, 2013, Outreach and Economic Committee meeting.

The meeting was called to order at 2:06 PM. Commissioners Dwight and White were present.

2. Approval of the April 4, 2013 Outreach and Economic Committee minutes. (Action Item)

Motion: Commissioner White motioned to adopt as drafted the meeting minutes of April 4, 2013.

2nd: Dwight

Ayes: Dwight, White

Nays: None

3. Approval to correct approved meeting minutes for the date of January 11, 2013. Change title from "Draft Meeting Minutes" to "Meeting Minutes." (Action Item)

Motion: Commissioner Dwight motioned to approve correction of the meeting minutes of January 11, 2013.

2nd: White

Ayes: Dwight, White

Nays: None

4. General Public Comment. (Discussion Item)

General Public Comment was called for and no members of the public appeared to speak.

5. Presentation and Discussion on the Unsecured Property Tax by the Office of the Assessor. (Discussion Item)

Office of the Assessor-Recorder staff Zoon Nguyen and Sally Aung presented to the committee. They provided an overview of the legal basis of unsecured property tax and the Assessor-Recorder's role in administration of the tax. Ms. Nguyen estimated 13,000 businesses file for the tax each year, with 60% filing electronically in the 2012 tax year. Her office employs a dozen auditors who conduct field inspections of roughly a third of unsecured property tax accounts annually.

SMALL BUSINESS COMMISSION

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REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR

Commissioners inquired about various aspects of the tax, including the depreciation tables used, who sets tax rates, and any exemptions from the tax. The commissioners specifically asked about the Assessor's outreach efforts to inform small businesses of their obligation to pay the tax. Both commissioners reported that many businesses have complained to them that they were unaware of the tax, only to receive large bills and penalties years later. Ms. Nguyen indicated one of her major goals is to improve coordination with the Office of Treasurer and Tax Collector during the business registration process.

Public Comment was called for and no members of the public appeared to speak.

This item was a discussion item only and no action was taken.

6. Discussion and action to nominate a small business and city employee(s) for the Small Business Commissioners recognition programs. (Discussion and Action Item)

Commissioners discussed potential candidates for recognition, with Commissioner Dwight suggesting the Small Business Commission recognize the Small Business Advisory Council of the San Francisco Chamber of Commerce.

Public Comment was called for and no members of the public appeared to speak.

Motion: Commissioner Dwight motioned to recommend to the Small Business Commission recognition of the San Francisco Chamber of Commerce Small Business Advisory Council at a regular meeting in October.

2nd: White

Ayes: Dwight, White

Nays: None

7. Review and discussion of SBC/OSB projects and programs assigned to the Committee. Explanatory Documents: List of Outreach and Economic Committee 2013 projects, programs and priorities. (Discussion Item)

Director Dick-Endrizzi discussed with commissioners next steps the office will take to develop an updated brand and logo.

Public Comment was called for and no members of the public appeared to speak.

This item was a discussion item only and no action was taken.

8. Review and discussion on hearings, projects and programs of the SFMTA affecting small businesses.

Director Dick-Endrizzi discussed with commissioners updates to the Polk Street and Second Street improvement plans.

Public Comment was called for and no members of the public appeared to speak.

This item was a discussion item only and no action was taken.

9. Standing staff report (report and review of budget, outreach workshops and seminars, items assigned to staff, and on-going business of the committee.) (Discussion Item)

Director Dick-Endrizzi mentioned the expected reassignment of staff member Jane Gong to project manage development of a new online business portal for the City and County.

Public Comment was called for and no members of the public appeared to speak.

This item was a discussion item only and no action was taken.

10. Commissioner Reports. (Discussion Item)

No reports.

11. New Business – allows committee members to introduce new agenda items for future consideration by the committee.

No new business.

12. Adjournment

The meeting was adjourned at 3:33 PM.





SMALL BUSINESS COMMISSION

Outreach and Economic Committee

Notice of Meeting Agenda



Thursday, November 7, 2013

2:00 PM

CITY HALL, ROOM 421

1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

GOVERNMENT
DOCUMENTS DEPT

NOV - 4 2013

COMMISSIONERS:

Commissioner Mark Dwight, Chair
Commissioner Monetta White

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1. Call to order and roll call.
2. Approval of the Outreach and Economic Committee minutes of September 5, 2013. (Action Item)
Explanatory Documents: Draft September 5, 2013 Outreach and Economic Committee minutes.
3. General Public Comment. (Discussion Item)
4. Discussion and possible action to nominate a small business and City employee(s) for the Small Business Commissioners recognition programs. (Discussion and Possible Action Item)
5. Review and discussion of SBC/OSB projects and assignments to the Committee. (Discussion Item)
Explanatory Documents: Outreach and Economic Committee 2013 Projects and Assignments.
6. Discussion and possible action on hearings, projects, and programs of the SFMTA relating to small businesses, including the upcoming joint SFMTA-Small Business Commission hearing. (Discussion and Possible Action Item)
7. Standing staff report (report and review of budget, outreach workshops and seminars, items assigned to staff, ongoing business of the Committee, and office outreach survey). (Discussion Item)
8. Commissioner Reports. (Discussion Item)
9. New Business - allows committee members to introduce new agenda items for future consideration by the committee. (Discussion and Possible Action Item)
10. Adjournment. (Action Item)

Public Comment will be taken before or during the Committee's consideration of each agenda item. Copies of explanatory documents and other related materials listed in this agenda are available for public inspection and/or copying at City Hall, Room 110. Please call the Office of Small Business at (415) 554-6134 to make arrangements for pick up or review.

SMALL BUSINESS COMMISSION
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SMALL BUSINESS COMMISSIONERS:

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KATHLEEN DOOLEY
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WILLIAM ORTIZ-CARTAGENA
IRENE YEE RILEY
MONETTA WHITE
REGINA DICK-ENDRIZZI, EXECUTIVE DIRECTOR

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Frank Darby, Administrator
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
Office: (415) 554-7724
Fax: (415) 554-5163
E-Mail: sotf@sfgov.org

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

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Chemical Sensitivity

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical base products. Please help the City accommodate these individuals.

Outreach and Economic Committee Projects and Assignments:

1. Employee Recognition Program
2. Business Recognition Program
3. Budget / Performance Measures

Committee periodically reviews OSB budget and performance measure discussions may take place to set Commission and OSB performance goals.

4. Allocation for additional funding for the Office of Small Business

Standing item assigned to the Committee to discuss additional funding for OSB from the gross receipts tax and other funding allocations. The Committee provides recommendations and guidance to the Commission and to Staff.

5. Unsecured Property Taxes

This is an issue of concern to the small business community. The Committee needs to get a briefing to make a determination on whether the Committee will accept this as a project to affect change in this program.

6. OSB Branding

The Committee has served as a preliminary reviewer of proposals and design guidelines for the OSB rebranding project. In 2013 the Commission will be re-engaging on the rebranding process.

7. ADA Outreach and Education

The Committee serves as an advisory role and allows the Director to more fully brief commissioners on activities related to ADA, the \$1.00 business registration fee program, and any related outreach and education of the Office of Small Business and IIN.

8. Business Interruption Discussion

The Committee discussed business interruption best practices in November of 2012 as it relates to light rail projects across the country and a program in New York City's Lower Manhattan area. The Committee will focus on best practices on a project by project basis in SF, and determine when there is a need to create a best practices recommendation paper for agencies, including MTA and CTA for their infrastructure projects that will have the potential to have significant impact to small businesses, including Bus Rapid Transit projects.

9. Media Outreach

Staff will report on any press activity between meetings. There currently the committee has not actively engaged on creating or implementing a media outreach strategy.





